



## COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

<b>TITLE:</b> BIOHAZARD EXPOSURE CONTROL PLAN	<b>GENERAL ORDER NUMBER:</b> 903
<b>REFERENCES:</b>	<b>EFFECTIVE DATE:</b> 06/01/2016
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The purpose of this directive is to provide Columbia Heights Police Department employees with necessary information to prevent the spread of infectious disease in the work place. Necessary information includes, but is not limited to: principles of infection control, the infectious disease process, and the use of personal protective equipment and supplies as they relate to the prevention of occupationally acquired infectious disease.

### 903:1 Exposure Determination

#### 903:11 At-Risk Employees

Employees determined to be at risk of exposure to infectious diseases transmitted through blood and other body fluids are in the following job classifications:

- Sworn personnel;
- Property Room Technician;
- Community Service Officers.

#### 903:12 Groups of High Risk

A high risk of the transmission of infectious diseases exists when Department personnel have contact with the following groups:

- Bleeding victims;
- Alcohol abusers;
- Illegal drug users;
- Hemophiliacs;
- Persons with open or infected wounds; and
- Persons who state they have Hepatitis B or C or AIDS.
- Persons that an employee would reasonably believe to be at risk for the transmission of a communicable disease.

#### 903:13 Situations of High Risk

Employees may encounter situations where there is a high risk of the transmission of infectious disease. They are:

- Any time body fluids are present;
- Homes with unsanitary conditions;
- Death scenes, especially those situations where body fluids may be oozing from the corpse;
- Combative situations, especially those situations where bleeding occurs;
- Body cavity searches;
- Crime scenes where specific dangers include knives, needles, and razor blades; and
- Extrication at auto accidents.

#### 903:131

Employees must judge the risk level of groups and situations not listed above.

### 903:2 Methods of Compliance

#### 903:21 Universal Precautions

Universal precautions shall be followed when employees are exposed to blood or body

fluids. Documented exposures to infectious diseases have not resulted from feces, nasal secretions, sputum, sweat, tears, urine, or vomitus. Since any body fluid may transmit infectious diseases if it contains traces of blood, employees are directed to treat all blood and body fluids as contaminated substances.

#### **903:22 Hand Washing**

Hands and other skin surfaces must be washed thoroughly as soon as possible if contaminated with blood or other body fluids to which universal precautions apply. Hands shall always be washed after gloves are removed, even if the gloves appear intact. Hand washing shall be completed using appropriate facilities such as utility or restroom sinks. Hands shall not be washed in a sink where food preparation may occur. Hand washing shall be done with warm water and soap. The application of hand cream after hands are dried is advisable. Waterless antiseptic hand cleaner shall be provided to employees when hand-washing facilities are not available. Employees are advised to wash their hands at the earliest opportunity after using the waterless antiseptic hand cleaner.

#### **903:23 Protective Clothing**

Employees at risk shall be provided disposable gloves, goggles, and facemasks. Disposable gowns and disposable impervious shoe covering shall be available for unusual cases where great volumes of blood or body fluid may be present such as the scene of homicides, violent assaults, or autopsies.

#### **903:231**

Disposable gloves shall be worn when employees are involved with emergency patient care. Where multiple patients are present, the employee shall change gloves, if possible, after caring for one patient and beginning care on the next.

#### **903:232**

Protective eyewear shall be worn in cases where splashing of blood or body fluid may be anticipated.

#### **903:233**

Facemasks shall be worn anytime protective eyewear is worn.

#### **903:234**

Employees shall use personal protective equipment except in rare and extraordinary circumstances. Such circumstances occur when in the employee's professional judgment the use of personal protective equipment would prevent the delivery of health care or public safety services, or would pose an increased hazard to the safety of the employee or other associates. When the employee makes this judgment, the circumstances shall be investigated and documented to determine whether changes can be instituted to prevent such occurrences in the future.

#### **903:235**

Contaminated disposable items shall be discarded in a leak-proof plastic bag that is red in color or marked with the international biohazard symbol.

#### **903:24 Needles and Sharp Objects**

Employees shall take precautions to prevent injuries caused by needles, knives, broken glass, razor blades, or other sharp instruments, devices, or debris that can puncture or lacerate the skin.

#### **903:241**

Employees must use caution when searching prisoners for weapons or contraband, or when searching small areas or crevices in containers, vehicles, and buildings.

#### **903:242**

Sharp objects that are located and are inventoried by the Department shall be placed in a puncture resistant container or packaged in such a manner as to render the sharp object harmless to those handling it. Evidence containers or sheathing material shall be labeled with the biohazard warning label, color-coded, or both.

**903:25 Housekeeping**

All equipment and work areas shall be cleaned and decontaminated after contact with blood or other potentially infectious body fluids.

**903:251**

Work areas shall be cleaned with an appropriate disinfectant as soon as possible after a spill of blood or any other potentially infectious body fluids.

**903:252**

Wastebaskets and other receptacles that have a likelihood of contamination shall be inspected and cleaned on a regularly scheduled basis. The wastebaskets shall be color-coded and/or display the international biohazard symbol.

**903:253**

Wastebaskets and receptacles that are visibly contaminated shall be cleaned immediately.

**903:254**

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

**903:255**

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials may be present.

**903:26 Vehicle Decontamination**

Decontamination procedures shall be observed when a police vehicle becomes contaminated with blood or body fluid from a person suspected of having an infectious disease.

**903:261**

The shift supervisor shall be notified, and the vehicle shall be taken out of service until the decontamination procedure can be implemented.

**903:262**

Recommended decontamination procedures are as follows:

- Protective disposable gloves shall be worn during all phases of decontamination.
- Excessive blood or body fluids should first be wiped up with disposable absorbent paper towels or other approved absorbent material. The paper towels or absorbent material should be immediately placed in a plastic bag either red in color and/or marked with the international biohazard symbol.
- A solution of chlorine bleach mixed one part bleach to nine parts water shall be used to cleanse the affected area. After cleansing, the area shall be allowed to air dry.
- All disposable contaminated cleaning items shall be placed in plastic bags that are red in color and/or marked with the international biohazard symbol and transferred to an appropriate receptacle.
- Employees shall be careful not to contaminate themselves during the decontamination procedure or when removing personal protective clothing.
- Having the vehicle decontaminated and cleaned by an authorized vendor is acceptable and should be considered as an alternative to having the vehicle cleaned by department employees.

**903:27 Cell Decontamination**

When an employee becomes aware that a cell within the Columbia Heights Police Department is holding or has held a person known to have an infectious disease, that cell shall be secured. A sign shall be posted on the door indicating that the cell is out of service until it has been decontaminated.

**903:271**

The shift supervisor shall be immediately notified and held responsible for notification that the cell needs to be cleaned and decontaminated.

**903:272**

The decontaminating procedure to be followed is the same as the decontamination procedure described in section 903:262 of this General Order.

**903:28 Laundry**

Contaminated laundry shall be handled as little as possible. Contaminated laundry shall be placed in bags or containers bearing the international biohazard symbol and/or color coded to alert others of the potential danger.

**903:281**

The laundry service receiving the laundry shall be advised of the contents.

**903:3 Hepatitis B and HIV****903:31 Hepatitis B Vaccination**

Hepatitis B vaccinations shall be made available to all employees who are at risk of occupational exposure. The offer of vaccination shall be made after employees have received training regarding Hepatitis B.

**903:311**

Employees may decline to accept the Hepatitis B vaccination by signing a waiver that includes a statement that the employee acknowledges that the risks associated with contracting Hepatitis B have been explained.

**903:312**

New employees or employees who have changed assignments that classify them as being at risk of occupational exposure shall receive training regarding Hepatitis B, and the vaccination shall be made available within ten (10) days of the employee's date of employment.

**903:313**

Employees who initially decline the Hepatitis B vaccination, but at a later date decide to accept the vaccination, shall be allowed to receive the Hepatitis B vaccination at that time.

**903:314**

All employees receiving the Hepatitis B vaccination should be tested for antibodies following the vaccination series. The antibody testing will determine the employee's level of immunity.

**903:4 Significant Exposure****903:41 Direct Contact**

A significant exposure occurs when blood or body fluids come into direct contact with eyes, nose, or mouth into an open cut, or by a skin puncture injury.

**903:411**

If an employee experiences significant exposure to blood or body fluids that they believe to be infectious, or experiences a situation where a significant exposure is likely to have occurred, the employee shall:

- Report the incident to the shift supervisor as soon as possible;
- Complete a short form report describing the incident completely.
  - The report shall document specifically the method of potential transmission of the infectious disease; and
- The shift supervisor shall complete the required notice of injury forms.

**903:5 Communicable Disease Exposure  
Report Form****903:51 Evaluation and Follow-up**

The employee shall report to an authorized emergency medical provider (urgent care or hospital) with the completed communicable disease exposure report form, and advise hospital staff of the exposure or potential exposure. The medical evaluation and follow-up shall be confidential.

**903:511**

The authorized urgent care or hospital will test the source individual's blood as soon as feasible after consent is obtained in order to determine the presence of Hepatitis B and C virus or HIV or other communicable disease. If the source individual declines to give consent, the Department shall establish that legally required consent cannot be obtained. When law does not require the source individual's consent, the source individual's blood (if available) shall be tested, and the results documented.

**903:512**

When the source individual is already known to be infected with Hepatitis B, C or HIV or other communicable disease, testing of the source individual's blood need not be repeated.

**903:513**

Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of the applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

**903:514**

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. If the employee consents to base line blood collection but does not give consent of HIV testing, the

sample shall be preserved for at least ninety (90) days. If in ninety (90) days of the exposure incident the employee elects to have the base line sample tested, such testing shall be done as soon as feasible.

**903:515**

Counseling during this period is available through the Employee Benefit Association.

**903:6 Training**

The Department shall provide training regarding the spread of infectious disease to all personnel with the potential for occupational exposure. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place. Annual refresher courses shall be provided. Additional training shall be provided as technology and medical research dictate.

**903:7 Record Keeping****903:71 Medical Records**

Medical records are confidential and are not released without the employees' expressed written consent to any person within or outside the Department, except as required by rule or law.

**903:712**

Medical records shall include a copy of the employee's Hepatitis B vaccination record, including dates of vaccination or copies of refusal forms.

**903:713**

Medical records shall be maintained in a file separate from the employee's personnel file, and for the duration of the employee's employment plus thirty (30) years.

**903:72 Training Records**

The Department shall keep a record of all training provided to its personnel. The training records shall include the date and content of training, and a roster of employees in attendance. The training records shall be maintained for a minimum of three (3) years from the date of training.

**903:8 Responsibility****903:81 General Employees**

It is the responsibility of the employee to be aware of the types of infectious diseases that can be transmitted by blood or body fluid. The employee is responsible for participating in training by the Department, and is responsible for using protective equipment provided by the Department as necessary.

**903:82 Sergeants**

It is the sergeant's responsibility to monitor the activity of patrol officers and community service officers to be certain that the provisions of this General Order are obeyed.

**903:821**

Any sergeant observing an infraction of this General Order, or observing a hazardous condition involving infectious disease transmitted by blood or body fluid shall take corrective action immediately and report that condition to the Captain.

**903:822**

Sergeants are also responsible for maintaining the appropriate level of personal protective equipment.

**903:83 Police Administration**

It is the responsibility of members of the police administration to provide personal protective equipment to those employees with

occupational exposure. The exposure control plan of the Department shall be reviewed annually. The exposure control plan shall also be posted in a conspicuous location within the Columbia Heights police facility.

**903:831**

The police administration shall make certain that each significant exposure incident is thoroughly evaluated to determine if the significant exposure could have been avoided. An evaluation of the circumstances shall be conducted to determine if policies, procedures, or protective equipment should be amended or changed to avoid future significant exposure incidents.

**903:832**

Training to all employees at risk of occupational exposure must be completed annually.

**903:833**

Hepatitis B vaccination shall be provided to all employees at risk of occupational exposure who desire the vaccination.

**903:834**

The police administration shall be responsible for ensuring that medical and training records are kept in an orderly fashion and under the retention schedule required.

**BY ORDER OF:**

Scott Nadeau, Chief of Police

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